



ROLE SPECIFICATION

Science Technician

Context - our school

Morrison's Academy is a friendly, family-oriented day school in the heart of rural Perthshire. Generations of Morrisonians have benefited from the School's rich blend of academic, artistic and sporting experiences, going on to make their mark on the world as Olympic athletes, ground-breaking scientists, award-winning actors, adventurers, politicians and professionals. Our long tradition of academic success in boys and girls from 2 to 18 continues today with a contemporary Scottish curriculum and a programme of independent, child-centred learning that builds emotional intelligence, creativity and life skills, and encourages every child to strive for the highest. Our school roll of over 530 young people and over 120 staff are all active members of the local community, and we all know and support one another, working together as a team to put pupils and parents first. We embody this culture in everything we do, delivering excellence in teaching and nurturing the individual to encourage every child to flourish.



Context - our campus

The School's main campus is located in the centre of Crieff and comprises a mixture of historic (our magnificent original buildings dating from 1860) and modern buildings. Our cutting-edge Nursery, recently renovated library and upgraded science labs and on-site café set the new standard for excellence. We also have an off-site outdoor sports campus with all-weather pitch allowing for year-round matches and training. Morrison's Academy is committed to ongoing development and modernisation.



Context - our families and team

Our young people are a delight and the staff and governors are helpful and supportive. Crieff is a vibrant community in a beautiful part of the country, at the gateway to the Highlands and in easy reach of the Central Belt. The Morrison's Academy family is friendly and progressive; we have high expectations of one another and the confidence to encourage innovation.

We are committed to the career-long professional learning of all our staff. Our programme of Performance Reviews and generous CPD budget promotes continuous improvement within and beyond the classroom, with plenty of scope for colleagues to pursue interests and specialisms.

The Science Departments

The Science facilities consist of six well-equipped teaching laboratories (two each for Biology, Chemistry and Physics), a Primary STEM classroom, a further laboratory for project work and one preparation room. There are designated laboratory areas for Advanced Higher pupils in three of the teaching laboratories where senior pupils can work independently outside of timetabled lessons. All facilities are located in one building over two floors.

The Science staff comprises: two Biology Teachers, two Chemistry Teachers, two Physics Teachers, one Primary STEM Teacher and one Laboratory Technician.

Primary 1 to 6 are taught Science by the Primary STEM Teacher. Primary 7 and Senior 1 are taught by Secondary staff and pupils cover each of the three sciences. Secondary 2 pupils are taught all three sciences by subject specialists before choosing which science subjects to continue with into S3 and S4 where they follow the SQA National 5 courses. Thereafter, pupils can choose from SQA Higher Biology, Chemistry, Human Biology and Physics and SQA Advanced Higher Biology, Chemistry and Physics. Pupil uptake for science subjects is high with a large proportion of leavers going on to study science and related subjects at university.



SCIENCE TECHNICIAN

Summary of role

To provide an effective technician service by supporting the curricular subject areas of Biology, Chemistry, Physics, Primary Science, as well as science components of the school's co-curriculum, enabling teachers and pupils to utilise the resources in an effective manner and in accordance with health and safety legislation and current good practice.

Person specification

Morrison's Academy wishes to appoint an exceptional Science Technician to be a key member of the school's Science team. The successful applicant will have the following attributes:

- Have received specific and relevant Science Technician training including Chemical Handling. Training should include a Level 3 Microbiology course: where the successful applicant does not have this training there will be a requirement to complete it early in employment.
- Recent experience as a Science Technician in either education or industry and proven ability to provide outstanding technical support.
- An ability to work across all three science subjects.
- A working knowledge of relevant Health & Safety regulations together with good organisational skills and adaptability in working practices.
- An ability to relate to and work with highly motivated, able and enthusiastic pupils.
- Strong communication skills to work well with committed colleagues.
- A proficiency in the use of IT including spreadsheets, email, databases and datalogging.

Reports to

SLT Line Manager and HR Operations Manager. However, the Science Technician will work primarily under the direction of the Heads of Biology, Chemistry and Physics, and the Primary STEM Teacher.

Hours of Work

This will be in accordance with the needs of the role and a degree of flexibility is required. The hours are most likely to be worked between the hours of 08.30 and 16.30 which is a normal teaching day; however, the successful candidate needs to be willing to start earlier or finish later according to departmental needs.

Leave Entitlement

The post will be a term time only role plus four weeks and the holder will be entitled, without loss of remuneration, to all normal school holidays over and above as published in the Session Calendar.

Salary Scale

The salary will be linked to the Morrison's Academy Operational Staff scale; the point will be appropriate to the skills and experience.



Overall duties

The Science Technician has sole responsibility for:

- Organising, planning, prioritising and scheduling their workload.
- Dealing with conflicting deadlines and priorities resulting from teaching staff requirements.
- Dealing effectively with science staff requests by providing technical advice/information. This may require investigation, research and explanation.
- Managing efficient and effective allocation of equipment, apparatus and resources and subsequent appropriate use.
- Keeping up-to-date with developments in practical science, advising teaching staff and implementing where required.
- Interpreting and implementing changes to legislation/regulations within the work area.
- Attending departmental meetings as required.
- Attend relevant INSET/CPD courses as required.

Practical science lessons

The Science Technician has sole responsibility for:

- Organising technical support for science lessons by preparing, delivering and setting out equipment and resources for staff and pupils.
- Preparation of chemicals, solutions, reagents, equipment and materials for practical work across all science subject areas.
- Collecting, checking and returning equipment and chemicals to stores.
- Advising on, assisting with, and trialling Advanced Higher Investigations and Advanced Higher Practicals.
- Supporting co-curricular science, including lunchtime and after school activities, as well as holiday science camps, through preparation of equipment and chemicals.

- Participating in the development of practical activities at all levels, including the trialling and evaluation of apparatus and practicals.
- Setting up, and on occasion carrying out, class demonstrations.
- Design, development and maintenance of specialist resources.
- Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy.

Storage and maintenance

The Science Technician has sole responsibility for:

- Organising and maintaining an efficient and effective prep room and chemical store in line with current regulations and guidance.
- Ensure appropriate storage of equipment, chemicals and dissection specimens during holiday periods including liaising with the maintenance team regarding anticipated interruptions to electricity supply, water supply and heating.
- Monitor stock control taking into account anticipated demand and shelf life.
- Servicing and maintaining a range of equipment (for example balances, microscopes, meters, PSUs) including carrying out simple running repairs where required and liaising with external agencies regarding repairs to equipment that cannot be carried out in-house.
- Reporting faults in labs to the maintenance department.
- Ensuring the greenhouse is kept in good order.

Health and Safety

The post holder is required to comply with the individual responsibilities imposed by the Health and Safety at Work Act (1974) and the Management of Health and Safety at Work Regulations (1999) and to cooperate with Management to promote a positive attitude towards Health & Safety at Work taking all reasonably practicable steps to prevent personal injury or injury to others.

The Science Technician has sole responsibility for:

- Maintaining a working knowledge of relevant health and safety regulations and ensuring this knowledge is kept up to date.
- Undertaking, reviewing and updating risk assessments for technician activities in accordance with current COSHH and Health and Safety regulations to ensure safe working practice.
- Supporting and advising teaching staff in the appropriate implementation of departmental risk assessments.
- Carrying out an annual inventory of chemicals.
- Ensuring chemicals and hazardous substances are stored and used safely and in accordance with COSHH and any other relevant legislation.
- Ensuring hazardous waste is disposed of safely by licenced contractor and in accordance with COSHH and other relevant legislation. Organising this and undertaking all associated paperwork.
- Arranging the safe in-house disposal of non-hazardous and (where permitted) hazardous waste materials.
- Responding to actual or potential hazards, including spillages, in all areas of the science departments.
- Organising, storing and checking the condition of chemicals and equipment.
- Keeping a record of Industrial Methylated Spirit (IMS, IDA) purchase to comply with the school's HMRC licence.
- Carrying out annual safety checks and 'challenge testing' the fume cupboard. Liaising with external contractor to arrange replacement of filters as required.

Finance and procurement

- Is the budget holder for the Science component of the departmental budget.
- Supports Heads of Department in budget monitoring.
- Sourcing and procuring chemicals, equipment and other resources for all science subject areas by compiling and placing orders, liaising and negotiating with suppliers, as well as checking deliveries and invoices.
- Sourcing and obtaining other materials by local purchase where required.

Microbiology

In addition to the above duties across the science departments, the post holder is solely responsible for the preparation of resources to facilitate practical work with micro-organisms in the Biology department, adhering to the SSERC Safety in Microbiology Code of Practice at all times. This includes:

- Maintaining a log of microbial cultures and subcultures, including dates of acquisition and destruction.
- Preparing streak plates, lawns and inoculated broth for pupil use.
- Preparing media for microbiology work.
- Maintaining microbial cultures.
- Ensuring all microbiological waste, cultures, and spent plates are autoclaved prior to disposal.
- Performing safety checks on the autoclave.
- Maintaining microbiology spillage kits.
- Dealing with microbiology spillages.

This role specification is intended to convey a broad outline of the position and responsibilities of the School Technician. It is not definitive and will be mutually reviewed on an annual basis as a normal aspect of the personal review and development process.

Morrison's Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment

What is it like to work at Morrison's Academy?

Teacher of Modern Foreign Languages - Sam Thiel joined Morrison's Academy August 2022

"Ever since I first entered the beautiful school grounds on the morning of my interview, the stunning scenery and family feel at Morrison's Academy have never ceased to amaze me. Having worked with young people in different countries and a variety of educational settings I wanted to take the next step in my teaching career in an ambitious and innovative school. While I must admit that the thought of transitioning to the independent sector and joining a school with such a long tradition of academic success may have been daunting at first, I am

grateful for all the amazing opportunities I have been given and for the fantastic pupils and colleagues I have been working with since I started teaching at Morrison's Academy in 2022.

The strong connections with my students and their curiosity as well as the inspiring commitment of my colleagues and how much they care about our pupils make a real difference in my work as a teacher. When you speak to our students and staff, you will sense that the school values at Morrison's are not just words on our walls but what we aim to be. Our pupils are always striving for the highest, and the small class sizes and excellent equipment in our school allow me to fully support them in achieving their potential and in developing as people. I can inspire their love for languages in my lessons, build meaningful relationships with them during Form Time, provide individual support as a mentor, and get involved in the wide range of co-curricular activities we offer to help pupils develop their interests and talents - all while continuing my own professional development and contributing to the development of our school, e.g. in the Pioneer Teachers and our Teaching & Learning Groups. By organising our exchange with a German school I can also show my pupils where I grew up and how languages help them experience different cultures and meet new people!

Having moved to nearby Stirlingshire and enjoying the scenic drive to Crieff every day, I can honestly say that Morrison's has become my new home away from home, and if you are also looking for a school which blends history with vision and tradition with innovation and where you can work with wonderful pupils and amazing colleagues, joining Morrison's Academy will certainly be the perfect opportunity for you to thrive inside and outside your classroom."

**Alex Wylie, Head of Geography, Teaching and Learning Coordinator
Joined Morrison's Academy August 2010**

"I joined Morrison's back in 2010 after having spent my career working in urban schools in both London and Glasgow. It is fair to say that the location of this school makes it the polar opposite to the environments I was used to working in. The setting of this school is spectacular and is very much woven into the fabric of the life of this school. Our setting affords staff and students the opportunity to engage in a wide range of activities not available to those in urban settings and our clubs and social activities reflect this. I myself now run a range of academic focused field trips that make use of this setting but more than that I have the opportunity to take a running club out into the hills every week. The wider life of our school reflects this rural setting as all staff are afforded the freedom to pursue their personal interests through engaging in our co-curricular programme.

Another aspect of life at Morrison's that quickly struck me was the interconnections between our Primary and Secondary and within my first week, I was working with Primary classes and colleagues either in my role as a Geography teacher or as part of our Learning for Life Program. As a consequence of this, our younger students already know the senior school and its teachers before they even move up.

The final aspect that you quickly become aware of at Morrison's is the range of opportunities you get as a staff member to develop your practice, especially important for those interested in career development. Whole school policies are often directed by staff members and developments are widely consulted on with working groups meeting regularly to drive forward school initiatives. This gives staff the opportunity to engage in leadership as well as develop their own practise. This is supported by a thriving Teaching and Learning development group that helps steer pedagogy in our school as well as a Pioneer Teachers group that engages in reading around key themes in education. Where I work and the young people I get to work with everyday is why I am still here after 13 years."

Emma Hamilton, Teacher of Art, Joined Morrison's Academy August 2020

"I arrived to teach at Morrison's in perhaps the most challenging of times, literally thrown into online teaching as the pandemic hit. I immediately felt part of Morrison's "family" despite the difficult circumstances as in a tight knit small school, there is a great sense of community and collegiate support. Speaking from the experience of teaching in a number of state schools, the other difference which was marked for me was classroom behaviour and being able to share the enjoyment and knowledge I have of my subject with pupils who are keen and eager to learn."

Katy Grassick, Teacher Assistant Primary joined Morrison's Academy in February 2017

"Morrison's Academy has given me the opportunity to train and progress in my role, beyond what I had ever expected when I first accepted a job here. Our school instantly has the feel of a small community from the moment you first walk through the gates. Our families are keen to be active in their children's schooling and are delighted to be involved in any way that they can. I work within a kind, supportive team who are always willing to share their experience and knowledge. We all aspire to give these incredible children an excellent education in the classroom and prepare them for life beyond Morrison's Academy. Everyday I am inspired by my colleagues' teaching and everyday is full of variety and fresh challenges. Most of all, I am lucky to be involved in educating children who are filled with such wonder and joy at learning. The children are at the heart of everything we do at this school."